

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Burial Authority held on the virtual Zoom platform on Tuesday 6<sup>th</sup> October 2020 at 6.30 p.m.**

**PRESENT:** Councillors: G Challen, J Dent – Vice Chairman, S Lennox-Boyd, W Phillips – Chairman, A Pinckney, J Rance, B Samuels, P Samuels.

**ALSO, PRESENT:** S Burrows – Assistant Town Clerk, S Emmett – Finance Officer, D Joyce – Administration Officer.

**APOLOGIES:** Councillors: S Gillies, M Parker.

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#### **1/20/21      ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

#### **2/20/21      TO APPOINT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed as the Chairman of the Burial Authority Committee.

#### **3/20/21      TO APPOINT A VICE CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Dent be appointed as the Vice Chairman of the Burial Authority Committee.

#### **4/20/21      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Finance Officer notified the Chairman she would be recording the meeting as an individual and not on behalf of the Town Council.

**5/20/21      DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting:  
  
None.
- c. To consider dispensations required:

**6/20/21      QUESTIONS FROM THE PUBLIC**

None.

**7/20/21      TO CONSIDER THE FEES AND CHARGES FOR THE INTERMENT OF A NON-SALTASH RESIDENT**

It was **RESOLVED** that Non-Saltash resident fees and charges are to remain at the discretion of the Chairman and Vice Chairman of the Burial Authority Committee.

**8/20/21      FINANCE**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. To set the budget for 2021/2022.

It was **RESOLVED** that the budget for 2021/22 (as attached) be put to the Policy and Finance Committee for approval.

- c. To set the fees and charges for 2021/2022.

It was **RESOLVED** to approve:

1. A Memorial Rose Bush and Tag at a cost of £100 and licence of 10 years to the fees and charges for 2021/22.
2. A 0.6% CPI increase for all fees and charges for 2021/22 (as attached) and be put to the Policy and Finance Committee for approval.

**9/20/21      TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None.			

**10/20/21      HEALTH AND SAFETY**

No Report.

**11/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**12/20/21      TO RECEIVE A CEMETERY OPERATIONAL AND GROUNDS REPORT**

It was **RESOLVED** to note.

**13/20/21      TO RECEIVE A REPORT FROM COUNCILLOR PHILLIPS REGARDING LANDSCAPING. (PURSUANT TO BA HELD ON 1.10.20 MINUTE NO.27/19/20)**

The Chairman informed Members of the landscaping and benches to be installed at Churchtown Cemetery.

It was **RESOLVED** that:

1. The Service Delivery Manager organises completion of the landscaping and installation of benches within budget and in consultation with the Chairman and Vice Chairman.
2. The Service Delivery Manager be given delegated authority to work within budget in designing plaques to be installed on the benches in consultation with the Chairman and Vice Chairman.

**14/20/21      TO REVIEW THE SUB COMMITTEE TERMS OF REFERENCE. (PURSUANT TO P&F HELD ON 25.02.20 MINUTE NO. 157/19/20)**

It was **RESOLVED** to note.

**15/20/21      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary).

**16/20/21      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**17/20/21      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

**18/20/21      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

None.

**19/20/21      PRESS AND SOCIAL MEDIA RELEASE**

It was **RESOLVED** to issue the following Press and Social Media release:

1. Installation of benches and landscaping upon completion of works.

**20/20/21      DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7:15 p.m.

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_